**February 2024 Board Meeting Agenda of LIFE Prep**

**Date:** Monday, February 26, 2024

**Time:** 5:00 PM-6:30 PM

**Location:** LIFE Prep School: 930 Geranium Avenue East, St. Paul, MN 55106

**Attendance:** Beth, Nou, Gillian, Christine, Jennie

Also in attendance: Madison, Leah, Christyna

**Agenda: called to order at 5:01 by Nou**

1. Conflict of Interest
   * + None
2. Consent Items:
   1. Review/approve February 2024 agenda
      * Christine motions
      * Gillian seconds
   2. Review/approve January 2024 minutes
      * Gillian motions
      * Christine seconds
3. Authorizer Communication – (The Guild)
   * + None
4. Executive Committee Report - Nou
   * + Nou will send out the executive director review to the board this week and we will discuss the results at the next meeting
     + An email will be going out to families looking for board interest
     + Satisfaction surveys will be sent to families and students by admin
     + Executive director review process will start after survey results
     + Discussed ongoing training needs
     + March meeting- looking to reschedule to March 25th
5. Policy Committee Report – Christine
   * + 200 level policies are ready for approval with the exception of 202 Charter School Board Officers which we are still working on aligning with our Bylaws and will bring to the board when complete
6. Finance Committee Report
   * + Leah met with Dawn and Kelsey to work on the revised budget for this year as well as starting next year's budget
     + Looking at next year's budget in several different ways and it will be sent to the board for approval when complete
     + Discussed the revised budget for this year and what was removed to get the final numbers
7. Executive Director’s Report – Leah
   * + ADM- 135
     + Attendance- 94%
       - Instruction/Curriculum
     + Trying out a new math program called Ascend Math- Leah and Christyna are working with a small group of students that are significantly below grade level using this program
     + If this goes well, it will be considered for purchase for next year
     + READ Act- so far we have completed all the steps in getting staff set for the required PD
     + Mandatory retention meetings have been taking place with families who have a student that has missed more than 20 days of school
       - Staffing

* Open positions- one paraprofessional
* One paraprofessional was hired this month
  + General Updates/Information
* Audit- no update yet, should be finished in the next 2 weeks
* Literacy Night and the Art Show are on the 29th- there will be pizza, free books, and literacy activities and student artwork will be on display
* Marketing- Mediawords is set. Ads should be in CUB Foods (3-4 locally) in March and will run for 6 months. Nyguard Photography (previous director was working with them on creating a video) has been contacted. They are coming on March 5th to complete the video. The promotional video will be done by the end of March. Will continue working with Risdall when a new campaign comes out around June but will begin working on that in April.
* We now contract with Minnehaha Bus Company for bus one ONLY.
* Working on networking with both Nancy from CKC and the owner of the new bus company to set up an event/s to support future enrollment
* Due to go out to bid for both food service and bussing for next year which will be ready to be approved at either the April or May meeting
* Looking to push to a 8:30 start time for next year (with before care) when picking up a new bus company
* Intent to returns will be going out soon
  + Actions Needed
* Approve revised budget

1. Other Business -
   1. MCA data - review as it relates to goals
      * This will be pushed to March to review FASTBridge data that will also include the winter scores
2. Public Communication to the Board
   * + None
3. Board Actions
   * + - Check Register for January 2024

Discussed page 5 Title VI/III should be removed

Beth motions

Gillian seconds

* + - * Approve revised budget

Christine motions

Beth seconds

* + - * Vote on teacher board member

Christine motions

Beth seconds

Unanimous vote

* + - * Review and approve 7 policies
        + CHARTER SCHOOL BOARD PROCEDURES; RULES OF ORDER

Beth motions

Gillians seconds

* + - * + ORDER OF THE REGULAR CHARTER SCHOOL BOARD MEETING

Gilian motions

Jennie seconds

* + - * + CHARTER SCHOOL BOARD MEETING AGENDA

Christine motions

Gillian seconds

* + - * + LEGAL STATUS OF THE CHARTER SCHOOL BOARD OF DIRECTORS

Beth motions

Gillian seconds

* + - * + OPERATION OF THE CHARTER SCHOOL BOARD – GOVERNING RULES

Christine motions

Jennie seconds

* + - * + CONSENT AGENDAS

Gillian motions

Christine seconds

* + - * + CHARTER SCHOOL BOARD MEETING MINUTES

Jennie motions

Beth seconds

* Revise the February meeting agenda to approve rescheduling of March meeting
  + Gillian motions
  + Beth seconds
* Approve rescheduling the March 18th regular board meeting to March 25th
  + Madison motions
  + Jennie seconds

1. Adjournment by Nou at 5:46
   * + Christine motions
     + Beth seconds

**Next regular board meeting: March 25, 2024**